

# Test Coordinator Monthly Webinar

September 16, 2020



**RIDE** Rhode Island  
Department  
of Education

# Test Coordinator Monthly Webinars

- **Details:**

- **WHO:** district and school test coordinators, special education directors, EL directors, data managers, technology coordinators
- **WHAT:** As much as possible, webinars will be organized to follow tasks necessary to complete between TC webinars in order to have a successful test administration year.
- **REGISTRATION:** [www.ride.ri.gov/tc](http://www.ride.ri.gov/tc)

- **Webinar Calendar (Wednesdays at 10:00am) – Save the Dates!**

- |                    |               |           |
|--------------------|---------------|-----------|
| ○ October 21       | ○ February 10 | ○ May 19  |
| ○ November 18      | ○ March 17    | ○ June 9  |
| ○ December 16      | ○ April 14    | ○ July 21 |
| ○ January 20, 2021 |               |           |



# Agenda for September 16, 2020

- **SAT School Day Administration, October 14, 2020**
- **Preparing for 2020-21 State Assessments**
  - ACCESS and Alternate ACCESS for ELLs
  - Test Coordinator Training Calendar
  - DLM Kite Educator Portal Accounts
  - Assessment Data Systems
- **Updates/Reminders**
  - Updated References
  - State Assessment Calendar



# Please note:

- **Assessment dates and policies may shift to accommodate changes in response to Covid-19.**
- **The Assessment Team will notify test coordinators of any changes or updates that impact any part of the state assessment system.**



# SAT School Day:

October 14, 2020



# SAT School Day: October 14, 2020

Information posted at [www.ride.ri.gov/sat](http://www.ride.ri.gov/sat) and [www.ride.ri.gov/tc](http://www.ride.ri.gov/tc)

- **What:** SAT School Day with Essay, paper test
- **Why:** Many students need SAT scores to complete their college applications.
- **When:** October 14, 2020
  - **UPDATE:** make-up date has been changed to Tuesday, October 27
- **Who: 12<sup>th</sup> grade students** (*11<sup>th</sup> grade during the 2019-20 school year*).
  - Public school students
  - Homeschooled students
  - Students who attended an out-of-state school
  - Roster of students was provided to College Board on August 14, 2020. If a student is not included on that list, they will bubble in their information on their answer sheet.



# Questions, Updated

FAQ Document: [www.ride.ri.gov/tc](http://www.ride.ri.gov/tc)

- **What will RIDE pay for?**
  - Any 12th grade student who takes the October 14<sup>th</sup> SAT with Essay (make-up date October 27).
- **What will schools pay for?**
  - PSAT/NMSQT
  - PSAT 8/9
  - Saturday SAT
  - SAT School Day on a different day
- **What will students pay for?**
  - Nothing if they take the October 14<sup>th</sup> SAT with Essay.
- **Can schools switch to a different day to give the SAT and RIDE will still pay for it?**
  - No. Schools must offer October 14<sup>th</sup> (primary test date) and October 27<sup>th</sup> (make-up date)



# Questions, Continued

- **What do we do with students who are still remote?**
  - SAT can only be administered in person. Any students who are distance learning must come to your school to take the test on either October 14 or October 27.
- **Are students required to take the SAT in October?**
  - *The October administration of the SAT with Essay is not a replacement for the state assessment that was cancelled, however, RIDE still expects schools to administer the SAT with Essay to all eligible 12<sup>th</sup> grade students.*
- **What happens if a student refuses (or a parent refuses) to let the student take the test?**
  - Nothing. The October administration of the SAT with Essay is not a replacement for the state assessment that was cancelled.
- **Will scores be used for accountability?**
  - Scores **will not** be used to calculate a participation rate for accountability.
  - Scores **will not** be used for the achievement and exceeds expectations measures.
  - Scores **will count** for the Commissioner's Seal measure for any students who meet the college and career readiness benchmark.



# Questions, Continued

- **Can juniors take the SAT in October rather than in April 2021?**
  - No. The October 14<sup>th</sup> date is NOT a substitute or replacement for the 2021 state assessment schedule for PSAT 10 or RI SAT School Day.
- **Will scores be used for accountability?**
  - Scores will not be used for the achievement and exceeds expectations measures.
  - Scores will count for the Commissioner's Seal measure for any students who meet the college and career readiness benchmark.
- **Can juniors take the SAT in October rather than in April 2021?**
  - No. The October 14<sup>th</sup> date is NOT a substitute or replacement for the 2021 state assessment schedule for PSAT 10 or RI SAT School Day.



# College Board procedures changes to accommodate social distancing and other health and safety issues.

- **Supplemental guide:** *Flexible Policies for Administering the SAT School Day, PSAT/NMSQT, and PSAT 8/9.* \*
  - **Revised administration dates/options to test across multiple dates:** Schools can take advantage of multiple test administration dates to reduce the number of students reporting to school on a single test date (use the make-up date as a second administration date).
  - **Flexible start times:** Schools can stagger arrivals and dismissals to be certain they have ample space and staffing.
  - **Off-site testing:** Schools can use this option to utilize multiple locations to spread students out and allow for more distance between test takers.
  - **No Charge for Unused Tests:** Schools won't be charged test fees if they're unable to administer the September SAT School Day, PSAT8/9, or PSAT/NMSQT this fall.



# Suggestions for organizing students:

- **Use both testing days as primary test days. This doubles the days students can test.**
  - October 14
  - October 27
- **Decide how many students you can test on each day.**
  - Plan for 100% participation. If you over-estimate, you will ensure you have enough space.
- **Decide on how many test sessions you will hold on each day (staggered testing times):**
  - Option 1: Assign students to one of those days and times.
  - Option 2: Allow students to select the day they want to test and their test time.
- **Other considerations:**
  - Some districts are allowing only seniors in on the test days and everyone else will be distance learning on those days.
  - If your school is administering PSAT/NMSQT this fall, you have a greater choice of test days for that test (page 3 of the *Flexible Policies* document). October 14, 17, 29, and January 26 are all options for the PSAT/NMSQT.
  - If you have school with multiple campuses or buildings, use them. You don't have to submit an off-site testing plan.



# Examples *(Flexible Policies, page 5)*

	School 1 (250 students)	School 2 (250 students)
October 14	All 250 students	125 students
October 27	Make-up	125 students

Group A Time	Group B Time	Task
6:45 a.m.	8:45 a.m.	Staff reporting time and facility preparation.
7 a.m.	9 a.m.	Review staff assignments and room assignments. Distribute materials to staff, including Testing Room Materials Report forms.
7:15 a.m.	9:15 a.m.	Staff report to their rooms and prepare for student arrival.
7:30 a.m.	9:30 a.m.	Students report to the designated assembly area.
7:45–8 a.m.	9:45–10 a.m.	Admit students to assigned testing rooms and collect electronic devices (if applicable).
8 a.m.	10 a.m.	Close testing room doors.
8–8:30 a.m.	10–10:30 a.m.	Distribute materials and read preliminary instructions.
8:30 a.m.	10:30 a.m.	Begin testing.
11:25 a.m.	1:25 p.m.	Testing ends for standard timing of the PSAT/NMSQT.
11:45 a.m.	1:45 p.m.	Testing ends for standard timing of the SAT without Essay.
12:55 p.m.	2:55 p.m.	Testing ends for standard timing of the SAT with Essay.



# Timeline for October 14<sup>th</sup> SAT with Essay

Activity	Date
Deadline to enter accommodations into SSD Online	August 25
<b>WE ARE HERE</b> ⇒ <i>Pre-ID labels arrive in schools</i>	<b>Week of September 7</b>
<b>WE ARE HERE</b> ⇒ Materials ordering deadline	<b>September 16</b>
<b>WE ARE HERE</b> ⇒ Deadline to enter 50% Extended Time for EL students	<b>September 16</b>
Pre-administration materials arrive in schools	September 29 – October 1
Test materials should arrive in schools*	October 7 - 12
<b>Primary Test Day</b>	<b>October 14</b>
Accommodated Test Window:	October 14 – October 27
Materials ordering window: Make-up day	October 14 – October 16
Make-up materials arrive in schools:	October 21 – October 26
<b>Make-up Test Day*</b>	<b>UPDATE: October 27</b>
Scores available to educators	Beginning November 6
Scores available to students	Beginning November 9



# Preparing for the 2020-21 State Assessments



# ACCESS & Alternate ACCESS for ELLs

WIDA Home Page: <https://wida.wisc.edu/>

A screenshot of the WIDA Home Page navigation bar. It features a dropdown menu labeled "Members/States" with a downward arrow. To its right is a blue "Login" button with a lock icon. Further right is a search bar with a magnifying glass icon.

Members/States ▼ Login 🔒  🔍

## Testing Dates

<b>11/25/20-2/26/21</b>	WIDA AMS test setup available for test sessions
<b>12/21/20</b>	Districts receive test materials
<b>1/4/21-2/12/21</b>	Additional test materials ordering window in AMS
<b>1/4/21-2/12/21</b>	Test Window
<b>2/19/21</b>	Deadline for shipping completed test materials to DRC
<b>4/28/21</b>	Districts receive reports - Online
<b>5/13/21</b>	Districts receive reports - Printed



# ACCESS Online & Paper Checklists



## RHODE ISLAND ACCESS for ELLs Online Checklist 2020-2021



This state checklist is a guide for personnel involved in administering [ACCESS for ELLs](#) Online, and includes unique steps related to Kindergarten and Alternate ACCESS assessments. The checklist highlights all tasks that need to be completed **before**, **during**, and **after** testing within a school or district and uses color to indicate who typically completes those tasks in your state. This checklist has been customized for your state. The state-specific clarification column contains guidance that your state education agency expects you to follow as you prepare for and administer the test.

State-specific information			
Test delivery mode	Online	Testing Window	January 4, 2021 – February 12, 2021
WIDA member page	<a href="http://wida.wisc.edu/memberships/consortium/ri">wida.wisc.edu/memberships/consortium/ri</a>		
Online Resources			
<ul style="list-style-type: none"><li>• ACCESS for ELLs <a href="#">Test Administrator Manual</a> (TAM) <i>Test administration policies and procedures</i></li><li>• ACCESS for ELLs <a href="#">Test Coordinator Manual</a> (TCM) <i>Test coordination policies and procedures</i></li><li>• ACCESS for ELLs <a href="#">Accessibility and Accommodations Supplement</a> <i>Accessibility and accommodations policies and procedures</i></li><li>• <a href="#">Technology Readiness Checklist</a> <i>For Technology Coordinators</i></li></ul>		<ul style="list-style-type: none"><li>• <a href="#">ACCESS for ELLs Interpretive Guide for Score Reports</a></li><li>• <a href="#">Alternate ACCESS for ELLs Interpretive Guide for Score Reports</a></li><li>• <a href="#">WIDA AMS User Guide</a></li><li>• <a href="#">Q&amp;A Webinar Calendar</a></li></ul> <p>For more state-specific resources, visit your WIDA member page.</p>	
Checklist Key			
<div><div></div> District Test Coordinator (DTC) task</div> <div><div></div> School Test Coordinator (STC) task</div> <div><div></div> Test Administrator (TA) task</div>		<div><div>K</div> Kindergarten ACCESS task</div> <div><div>A</div> Alternate ACCESS task</div> <div><div>Opt</div> Task may be optional depending on school or district procedures.</div>	



# Tasks to focus on for September/October

## ✓ **ACCESS Checklists**

- Review ACCESS for ELLs Online & Paper Checklists

## ✓ **Training**

- Hold the date for ACCESS training on October 29 (9am to 12pm)

## ✓ **Master Directory:**

- Verify and update school and LEA contact and role information (*Due: ASAP*)

## ✓ **Enrollment Census:**

- Ensure all students have the correct grade level, active enrollment record (*Due: October 1*)

## ✓ **MLL Census :**

- Ensure that all students are entered accurately and have active enrollment records in the Enrollment Census. (*Due: October 1*)



# State Assessment Training Calendar

- **Four-Part Test Coordinator Training:**

1. Monthly Test Coordinator Webinars
2. Accommodations Training Webinars
3. Test-Specific Training:
  1. ACCESS for ELLs, Alternate ACCESS for ELLs
  2. DLM
  3. PSAT 10 and SAT
  4. NGSA
  5. RICAS
4. Eligibility for DLM and One Percent Webinars, as applicable.

- **Training Calendar Resources:**

- Main Training webpage:  
[www.ride.ri.gov/assessment-training](http://www.ride.ri.gov/assessment-training)
  - Includes two calendars: PDF document of complete training calendar and Google calendar
  - Presentations, recordings of webinars, other relevant documents/materials
- Accommodations webpage:  
[www.ride.ri.gov/accommodations](http://www.ride.ri.gov/accommodations)
  - Registration for accommodations webinars
  - Presentations, recordings of webinars, other documents/materials relevant to the presentation
- DLM webpage: [www.ride.ri.gov/dlm](http://www.ride.ri.gov/dlm)
  - Eligibility for alternate assessment information, including presentations and forms
  - Link to information on the One Percent Rule



# Upcoming Webinars/Training: September/October

[2020-21 Training Calendar \(PDF\)](#) and at [www.ride.ri.gov/assessment-training](http://www.ride.ri.gov/assessment-training)

- [September 16 \(10 – 11:00AM\)](#): Monthly Test Coordinator Webinar
- **September 30**: DLM District Test Coordinator and Test Administrator training modules are available.
- **October 22**: Accommodations Webinar 1
- **UPDATED: October 28 (1 – 2:00PM)**: Eligibility for the Alternate Assessments and the One Percent.
- **October 29 (9:00 – Noon)**: ACCESS for ELLs Test Coordinator Training.
  - Registration link TBA

\*Available in handouts and at [www.ride.ri.gov/dlm](http://www.ride.ri.gov/dlm) or [www.ride.ri.gov/assessment-manuals](http://www.ride.ri.gov/assessment-manuals).



# DLM: Kite Educator Portal Accounts

- **Kite Educator Portal Passwords:**

- All passwords must be changed using the **FORGOT PASSWORD** link on the Educator Portal home page.
- Use this time to create new accounts for teachers and to deactivate any accounts. *If you don't deactivate accounts, that person can still access student information.*
- **Directions for editing and adding user accounts** to Kite Educator Portal are posted at [www.ride.ri.gov/assessment-manuals](http://www.ride.ri.gov/assessment-manuals)

- **DLM Training:**

- *Guide to Required Training:* Outlines training requirements for teachers.
- **September 30:** Test Administrator Modules will be available for teachers. They **MUST** have a Kite Educator Portal account, and have it activated, before they can access the training modules.
- Twenty-four hours after an Educator Portal account has been activated, access to the Moodle training site will be available.



# Assessment Data Systems

- Master Directory: Please update information for all LEA and school entries
  - Each person should only be listed *once* per school/LEA entry, with *all* applicable Role(s) assigned to that one listing (please do not list someone multiple times).
  - Starting **September 18**, RIDE will update our listservs using the “Role” assignments in the Master Directory (listservs include: principals, district administration, data managers, district and school test coordinators, special education directors, MLL/EL directors).
    - If your title is Director, your role should include Principal or Superintendent.
    - If your title is Principal or school testing coordinator, your roles should include school testing coordinator
  - If you/your data manager need assistance with updates, please contact the DATS Office at RIDE.
- Assessment Data Portal: [www.ride.ri.gov/RIADP](http://www.ride.ri.gov/RIADP)
- Student Assessment Data Portal: updated version coming this fall, release TBA



# Updates/Reminders



# Updated References

- *Guide to Required Training (DLM)*
- *ACCESS Accessibility and Accommodations Policies: 2020-21*
- *RISAP Test Coordinator Handbook*
- *IEP Team Guidance Document for Determining Eligibility for Alternate Assessment (and forms)*
- *RISAP Training Calendar*



# 2020-2021 State Assessment Calendar

Test Window Opens	Test Window Closes	Test	Grades
January 4	February 12	ACCESS	K-12
January 4	February 12	Alternate ACCESS	1-12
January 25	<i>UPDATE: March 19</i>	NAEP (reading, math)	4, 8
April 5	May 21	DLM ELA, Math, Science	3-8, 11
March 29	April 30	RICAS ELA	3-8
April 26	May 28	RICAS Math	3-8
April 27	May 28	NGSA Science	5, 8, 11

Test Window	Make-Up Window	Test	Grades
April 13 - 15	April 27-29	SAT School Day (Digital)*	11
April 13 - 26	April 27-29	PSAT10 (Digital)*	10
April 13	April 27	SAT School Day (Paper)* homeschooled, out-of-state students	11

\*All schools are expected to administer all state assessments as computer-based tests. The SAT School Day – Paper test window is only for homeschooled students and students who are enrolled in out-of-state schools. Any student requiring a paper-edition as an accommodation will test during the PSAT/SAT Accommodated Testing Window.



# Assessment Office Contact Information

- Heather Heineke

- DLM, PSAT10, SAT, testing accommodations
- 401-222-8493
- [Heather.Heineke@ride.ri.gov](mailto:Heather.Heineke@ride.ri.gov)

- Jackie Branco

- NAEP, data quality
- 401-222-4685
- [Jacqueline.Branco@ride.ri.gov](mailto:Jacqueline.Branco@ride.ri.gov)

- Kamlyn Keith

- RICAS, NGSA
- 401-222-8413
- [Kamlyn.Keith@ride.ri.gov](mailto:Kamlyn.Keith@ride.ri.gov)

- Phyllis Lynch

- Director of Office of Assessment
- 401-222-4693
- [Phyllis.Lynch@ride.ri.gov](mailto:Phyllis.Lynch@ride.ri.gov)

- Ana Karantonis

- ACCESS for ELLs, psychometrics
- 401-222-8940
- [Ana.Karantonis@ride.ri.gov](mailto:Ana.Karantonis@ride.ri.gov)

General inquiries can be directed to  
[assessment@ride.ri.gov](mailto:assessment@ride.ri.gov).

*\* Please note: during the current pandemic conditions, email is the fastest way to contact us*

